

**CMSP PLANNING & BENEFITS COMMITTEE**  
**May 9, 2025**  
**MEETING MINUTES**

**MEMBERS PRESENT**

Jennifer Vasquez, Yuba County Health and Social Services Department (in-person)  
Jennifer Yasumoto, Napa County Health and Human Services (in-person)  
Laura Hawkins, Glenn County Health and Human Services (in-person)  
Liza Thantranon, Legal Services of Northern California (in-person)  
Noe Paramo, California Rural Legal Assistance Foundation (remote)  
Michael Weiss, Humboldt County Health and Social Services (remote)

**MEMBERS ABSENT**

Sara Bosse, Madera County Public Health Department

**WELCOME & INTRODUCTIONS**

Jennifer Vasquez, Committee Chair, called the meeting to order and asked individuals to introduce themselves. Roundtable introductions ensued.

**PUBLIC COMMENTS**

Ms. Vasquez called for public comments and there were none.

**MEETING MINUTES**

Committee Member Laura Hawkins motioned to approve minutes from the February 28, 2025, meeting. Committee Member Jennifer Yasumoto seconded the motion. The Committee voted to approve the meeting minutes.

**PROFESSIONAL DEVELOPMENT AND CONTINUING EDUCATION FOR CMSP COUNTY PUBLIC HEALTH AND BEHAVIORAL HEALTH EMPLOYEES**

In follow up to the Committee's discussion in February, 2025, Lee Kemper, Policy and Planning Consultant, provided a brief overview of questions the Board would like the Committee to consider regarding development of a continuing education/professional development training program for CMSP county employees; key discussion points from the Committee's February meeting; and, findings from research on current training programs for county employees conducted by CMSP staff since the Committee last met.

Following the February Committee meeting, CMSP staff contacted Michelle Gibbons, Executive Director of the County Health Executives Association of California (CHEAC), and Michelle Cabrera, Executive Director of the County Behavioral Health Directors Association (CBHDA) to learn more about the workforce training classes their organizations are currently providing. Summary documents from these discussions were provided in the meeting materials.

Additionally, Mr. Kemper shared that internet research was conducted to further identify possible training classes or programs available through other sources. Staff researched courses from Relias, Crisis Prevention Institute, American Public Health Association, and California

Department of Public Health. A summary of findings from this research was also included in the meeting materials.

Finally, CMSP staff met with representatives of UC Davis Professional and Continuing Education to learn more about the “Core for Social Workers” training program UC Davis offers to county social workers. A summary document about the development of this core curriculum from this discussion, along with two documents from UC Davis that outline the core curriculum in more detail (overview and course descriptions) was also included in meeting materials.

Mr. Kemper stated that both Ms. Gibbons of CHEAC and Ms. Cabrera of CBHDA expressed interest in collaborating with the Governing Board on the development and delivery of future trainings for county public health and behavioral health workers. Mr. Kemper’s two key takeaways from the research were that CMSP does not have to act alone in the development and operation of a training program for county employees because CHEAC and CBHDA and its partners, have developed an array of current classes; and, both organizations are interested in collaborating on development of further training for CMSP county employees with the Governing Board. It was noted by Committee members that there are already several training classes available through these organizations that would cover subject matter relevant to the training needs of CMSP county staff.

Mr. Kemper recommended the Committee determine which county staff should be given focus for the training program and what a core set of training topics should include.

Following Mr. Kemper’s presentation, robust discussion of training options for county Public Health and Behavioral Health staff ensued.

- The Committee discussed the value of establishing a certificate program associated with the training to document that employees have completed training in core Behavioral Health or Public Health job duties. Members discussed the importance of covering competencies that could be universally accepted in other counties and/or create an impetus for growth in an employee’s current position. Important subject areas included financial literacy in relation to programmatic implementation and people skills – both in relation to customer service and internally with peers and supervisors.
- The Committee would like there to be a mechanism to assure supervisor follow-up after an employee is trained in core competencies so that learning is reinforced and put into practice.
- The Committee discussed who the target of the training program should be and discussed if entry level front line staff and new supervisors should be the focus, if current supervisors and managers should be the focus, or if both groups should receive training.
- The Committee contemplated who should create and lead such a training program. Mr. Kemper provided insight into current training providers associated with CHEAC, UC Davis, CBHDA, and the California Mental Health Services Authority (CalMHSA).
- Committee members showed interest in partnering with CHEAC and CHEAC’s Small Counties group for input on core training skills needed by Public Health staff along with further discussion to gauge CHEAC’s interest in collaborating on a more comprehensive training program.
- Committee members showed interest in partnering with CBHDA and/or CalMHSA for input on core training skills needed by Behavioral Health staff along with further discussion to

gauge their organizational interest in collaborating on a more comprehensive training program.

- Committee members agreed that cultural competency and linguistic sensitivity need to be effectively incorporated into the overall training program.

The group agreed upon the following next steps:

- Committee Member Michael Weiss will obtain and share Public Health accreditation course information to see if any of its training topics are a fit for an individual core training program.
- Lee Kemper recommended that CMSP will need to identify an outside consultant with appropriate staff training program expertise to facilitate development of the training program concept and collaboration with CHEAC and CBHDA.
- Committee Member Jennifer Vasquez would like any consultant considered to have expertise in their area and preferably have a retired county-worker on staff.
- CMSP staff will work with CHEAC to set a discussion of the training program concept at the CHEAC Small Counties meeting in August.
- CMSP's Executive Director will provide an update to the Governing Board during its May meeting outlining next steps needed to proceed with development of the overall training program concept.

### **NEXT COMMITTEE MEETING**

The necessity and timing of an additional Planning and Benefits Committee meeting will be determined following the May Governing Board meeting.

### **PUBLIC COMMENTS**

Ms. Vasquez called for final public comments. Karla Gomez of CHEAC provided her contact information to facilitate the CMSP training concept being placed on the August Small Counties meeting agenda.

Ms. Vasquez adjourned the meeting.